

Pre-Clearance Appointments

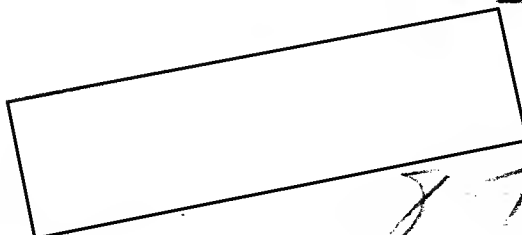
MEMORANDUM OF UNDERSTANDING

In accepting a conditional appointment with the Central Intelligence Agency, I understand that:

1. The offer of a regular appointment is conditioned upon my meeting Agency ability, medical and security standards, and that a final determination of qualification cannot be made until after I have entered on duty at Washington, D. C.
2. As one of the qualifications for employment, I must present myself in Washington, D. C. at my own expense, in accordance with instructions I have received as to place and time.
3. If I fail to qualify and my employment is therefore terminated by the Agency within 120 days of my entry on duty, the Agency will reimburse me, as part of my compensation for the period of duty, for travel expense incurred in reporting for duty and those incurred in returning to \_\_\_\_\_ (point of hire) or a point no more distant from Washington, D. C. The amount of reimbursement will be determined in accordance with the Standardized Government Travel Regulations.
4. It is my responsibility to report any reimbursement received under para. 3 as part of my compensation (income) under federal and state income tax laws.
5. No field personnel officer has the authority to amend this memorandum verbally or in writing.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



*for copy*

*8 Feb 57*

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OGC Has Reviewed

Hard-to-Fill Positions

MEMORANDUM OF UNDERSTANDING

A. As an applicant for employment with the Central Intelligence Agency I understand that if I am accepted for employment I will be entitled, as part of my compensation, to <sup>reimbursement for</sup> travel expense for my dependents and transportation of my household effects from \_\_\_\_\_ (point of hire) to Washington, D. C., subject to the following conditions:

1. Reimbursement will not exceed the maximum allowable for a domestic transfer under Executive Order 9805 and the Standardized Government Travel Regulations, as the same may be amended.

2. If I incur travel and transportation expense without prior written authorization I do so at my own risk.

3. If I voluntarily leave the employ of the Agency within one year after entry on duty I may, within the Agency's discretion, be required to refund reimbursement received.

4. It is my responsibility to report this reimbursement as part of my compensation (income) under federal and state income tax laws.

B. If I am accepting a conditional appointment I understand that the offer of a regular appointment is conditioned upon my meeting Agency ability, medical and security standards, and that a final determination of qualification cannot be made until after I have entered on duty at Washington, D. C. If I fail to qualify and my employment is terminated by the Agency within 120 days of my entry on duty, I further understand that the Agency will reimburse me, as part of my compensation for the period of duty, and subject to conditions 1, 2, and 4 above, for the expense of returning myself and such of my dependents and household effects as the Agency has paid for moving to Washington, to \_\_\_\_\_ (point of hire) or a point no more distant from Washington, D. C.

C. I understand that no field personnel officer has the authority to amend this memorandum verbally or in writing, except that if para. B. is not applicable he will strike it and initial in the margin.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

1957 United States Master Tax Guide - Section 687

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Cost of Moving. Expenses incurred by a person moving to a new job in another locality are not deductible. Any allowances paid by the new employer to cover such expenses are taxable to the employee. (1957 Standard Federal Tax Reports paragraph 2206.18) However, an employee need not include in gross income an amount paid by his present employer as reimbursement for the cost of moving from one city to another, except to the extent it exceeds his actual costs. (1957 Standard Federal Tax Report paragraph 664.328).